

## **DOCUMENT CONTROL**

### **1.0 PURPOSE AND SCOPE**

1.1 To document the system established for the Environmental Services Department's Refuse Disposal Division to control the approval, issue, and distribution of new and revised Environmental Management System (EMS) documents and forms; and the control and removal of obsolete documents.

1.2 This procedure applies to all controlled EMS documents generated by the Refuse Disposal Division (RDD). Documents controlled by the Clerk of the City of San Diego and/or Print Shop protocols are exempt.

### **2.0 DEFINITIONS**

**Controlled EMS documents** – Examples of documents that are controlled by this procedure include the following: Environmental Policy, EMS-Manual, SEOPs, Process maps, EMPs, Landfill Operations Manual, EMS forms (shells only), SOPs, etc. These documents are identified with a unique document number provided by the Document Control Group (DCG), are included on the EMS documentation Master Logs/Lists and are revised as specified in this procedure. See the EMS Master Index for a complete list of controlled EMS documents.

**Document Control Group (DCG)** - The group within the Refuse Disposal Division responsible for establishing and maintaining division-wide EMS document control.

### **3.0 RESPONSIBILITY AND AUTHORITY**

3.1 The Document Control Group (DCG) - with assistance from the Environmental Management Representative (EMR), the Deputy Director (DD) and Section Managers is responsible for assuring that all EMS documents are reviewed, approved, issued, distributed (where applicable) and revised according to this SEOP.

The DCG maintains the master files for EMS documentation as well as a master list of all current EMS documentation and a history of changes to the documentation. They are also responsible for developing and implementing the requirements for electronic data control, computer backup and security for environmental documentation maintained electronically.

3.2 Section Managers - are responsible for assuring that required EMS documentation is available at work locations and that all affected employees are advised of new or revised documents that apply to them. For revised hard-copy documents, the appropriate Section Manager is responsible for destroying (recycling) the obsolete document; or, if it will be needed for future reference, marking it as "Obsolete - for Reference Only" and placing the current version in place.

## 4.0 PROCEDURE

### 4.1 New or Revised Documents

Document Control (DC) coordinates the review and approval process by routing the requested document/revision for review and approval according to 4.3 of this procedure. A representative of the DCG logs the approved document in the appropriate EMS Documentation Master Index.

On-line master documents and forms are maintained in a controlled, secure database (RDD's shared "G" drive). The original master documents are maintained in the Master Forms and Master Documents files within the DCG. Other controlled copies are listed in the Document Distribution List. Distribution of EMS "official documents" may be published electronically with read only status.

The associated Document Approval and Revision Records for on-line and hard copy SEOP's, SOP's, Forms and Documents are maintained by the DCG. Approvals and revisions are recorded on the EMS Document Approval and Revision Record for each of these documents.

Where applicable, controlled copies of the EMS-Manual, RDD-SEOP's, SOP's, and other EMS Documents may be prepared and distributed to each section within the Division, or to external parties as required. Such copies will be stamped "Controlled Copy" in red ink and will be included in the Document Distribution List.

### 4.2 Document/Revision Numbering System

The EMS Document numbering system is:

<u>Driver</u>	<u>Document Type</u>	<u>Number Sequence</u>
RDD	Environmental Management System (EMS)	Sequential starting with 01
RDD	Standard Environmental Operating Procedures (SEOP)	Related ISO Clause No. _ Sequential starting with 1, (example: SEOP 4.1.1)
RDD	Standard Operating Procedure (SOP)	Related Section, Sequential

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City of San Diego  
Environmental Services Department  
Refuse Disposal Division

**Standard Environmental Operating Procedure**  
RDD-SEOP 4.4.5, Revision-4  
Effective Date: August 27, 2002

starting with 01, (OP-01)

RDD Forms (F)

Related Section, Sequential  
starting with 01, (AS-01)

The Document Revision Numbering System is:

Original issue is Rev. 0

Revisions are numbered sequentially starting with Rev. 1

#### Section Legend:

Refuse Disposal: RDD

Administrative Services: AS

Fee Booth: FB

Groundwater: GW

Landfill Operations: OP (includes Disposal Ops and Landfill Engineering)

Internal Audit: AUD

Gas Management: GM

Biological Services: BS

Greens Processing: GP

Surface Maintenance: SM

#### 4.3 Review and Approval Requirements (minimum)

Level 1 – EMS-M

- Deputy Director

- Environmental Management Representative

Level 2 - SEOP's

- Deputy Director

- Environmental Management Representative

Level 3 – SOP's,

- Section Manager

Level 4 - Forms, Records

- Section Manager

- Document Control Group

#### 4.4 Electronic Documents

The EMS-Manual, RDD-SEOP's and SOP's are available electronically on the Department LAN "G" Drive through the FYI Intranet on-line program. These documents are accessible in a read only format maintaining the integrity of the document. Additionally, the current versions of these forms and documents can be cross-referenced on the Master Indexes located on the RDD's EMS website at: <http://www.sannet.gov/environmental-services/miramar/index.shtml>.

#### 4.5 Controlled and Uncontrolled Copies

Only controlled and current revisions of the EMS-Manual, Landfill Ops Manual, SEOP's, SOP's, EMPs, forms, drawings, etc. may be used in the Environmental Management System with the exception of documents marked "obsolete – for reference only".

Controlled hard copies of EMS documents, except forms, are stamped "CONTROLLED COPY" in red ink. Any photocopies of these will be gray or black, which will identify them as "UNCONTROLLED" copies.

Uncontrolled copies of EMS Documents may be issued to persons who are not part of the EMS. These are to be used for training, reference and information purposes only. These documents are not controlled or updated.

#### 4.6 Red Line and Other Changes/Notations-Emergency use only

Red Line changes may be made to level one and two documents by the DD or EMR. The responsible Section Manager with the approval of the DD or EMR will make level 3 document changes. Red Line changes are made by drawing a single line through the item being revised, writing the revised information, signing or initialing and dating in red ink. Red line changes are valid for a maximum of two (2) months.

#### 4.7 Document Review

Controlled documents will be reviewed, through use, on a continuous basis and revised as necessary. All EMS controlled documents will be reviewed at least once every two years to ensure they meet the requirements of the RDD.

#### 4.8 Retention of Obsolete Documents

Obsolete EMS documents (Policy, EMS-Manual, SEOPs, SOPs, EMS Forms) will be kept as records for a period of three years.

## 5.0 REFERENCES

EMS MANUAL Sections: 4.4.4 EMS Documentation  
4.4.5 Document Control  
4.4.6 Operational Control  
4.5.3 Records

**Prepared by:** Environmental Management Representative

**Reviewed by:** Implementation Team

**Approved by:** Steven F. Fontana

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*The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a "Controlled Copy" stamp (in red) and RDD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR..*